



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, U.S. ARMY GARRISON, FORT RICHARDSON
724 POSTAL SERVICE LOOP #6000
FORT RICHARDSON, ALASKA 99505-6000

IMPA-FRA-ZA

MEMORANDUM FOR

22 Feb 05

SUBJECT: Policy Letter Authorizing Single Soldiers to Reside Off Post (Policy #24-22)

1. The purpose of this memorandum is to establish a policy for single Soldiers to reside off post.
2. AR 210-50, paragraph 3-36, authorizes the Installation Commander or his designee to approve single Soldiers in the grades of E-6 and below to reside off post when adequate housing is not available and military necessity is not a factor. The regulation further specifies that unit integrity in barracks is dependent upon the installation maintaining an overall occupancy rate of 95%, paragraph 5-2b(1a).
3. Staff Sergeants and Sergeants desiring to reside off post must submit a written request, endorsed by the Chain of Command with a justification of no space in the barracks or recommendation of why Soldier should be authorized to reside off post. The Soldier should hand carry the request to the Housing Office with the following attachments:
 - a. DD1746, Application for Assignment to Housing.
 - b. A complete set of orders and amendments assigning the Soldier to the command.
 - c. A copy of Soldiers latest Leave and Earning Statement (LES).
4. Soldiers should not enter into any rental/lease agreement prior to the approval to reside off post. Once approval has been granted Soldiers are required to process through the Community Homefinding, Relocation and Referral Services (CHRRS) Office located in the Housing Office.
5. A copy of the rental/lease agreement must be provided to the Unaccompanied Personnel Housing (UPH) Manager at the Housing Office to be issued a Certificate of Non-Availability (CNA) with an effective date that the lease begins. A copy of the CNA will be taken to the Finance Office to start BAH.

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6. This policy will remain in effect until there is sufficient barracks space to house all single Soldiers authorized to reside off post unless rescinded sooner.

7. Point of contact for this policy is Ms. Teen Davis, Housing Division Chief, or Ms. Mila Realon, UPH Manager, 384-0133/7624.

A handwritten signature in black ink, appearing to read "D. L. Shutt", with a stylized flourish extending from the end.

DAVID L. SHUTT

LTC, AR

Fort Richardson Garrison Commander